

State of Nebraska
Department of Natural Resources

POSITION VACANCY

The Department of Natural Resources has a position vacancy for a Staff Assistant I (02901043), salary grade 337, Salary \$1,851.32 per month.

CLOSING DATE: OCTOBER 9, 2006

LOCATION: 301 CENTENNIAL MALL SOUTH, 4TH FLOOR, LINCOLN

Description of Duties:

Work with the groundwater database information. Process Water Well Abandonment forms. Check and verify scanning documentation. Copy, mail and file water well information. Accurately interpret and input data into Groundwater Database. Applicant must be able to communicate verbally and in writing with public and staff. Extensive telephone work with public and Natural Resources Districts to obtain information and answer questions regarding water well registration process. Update and maintain data bases.

Education/Experience Requirements:

Experience in Microsoft Excel and Access and office practices. The ability to organize and prioritize workload to meet deadlines. The ability to communicate well orally and in writing with the public and staff. Knowledge or experience of working with legal descriptions and maps. Knowledge of office management principles, methods, and procedures; office equipment. Data entry experience required. Typing/data entry 30 wpm.

Application form required. Contact: Nebraska DAS State Personnel, 301 Centennial Mall South, 1st Floor, PO Box 94905, Lincoln NE 68509-4905, (402) 471-2075 or any Nebraska Job Service. Also check the web site at www.wrk4neb.org/